



CITY OF HOUSTON

Job Posting

	<div><div>CORRECTION</div><div>CORRECTION</div><div>CORRECTION</div></div>
1	<div><div>Applications accepted from:</div><div>ALL PERSONS INTERESTED</div></div>
2	<div><div>Job Classification</div><div>PLANNER</div></div>
3	<div><div>Posting Number</div><div>PN# 109988</div></div>
4	<div><div>Department</div><div>PLANNING AND DEVELOPMENT</div></div>
5	<div><div>Division</div><div>NEIGHBORHOODS</div></div>
6	<div><div>Section</div><div></div></div>
7	<div><div>Reporting Location</div><div>611 WALKER 6TH FLOOR</div></div>
8	<div><div>Workdays & Hours</div><div>M - F, 8 a.m. - 5 p.m.*</div><div>*Subject to change</div></div>
9	<div><div>DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS</div><div>Works closely with residents and community stakeholders through Super Neighborhood Councils and community based organizations and the Mayor’s Office of Neighborhoods and Housing on strategies to revitalize and stabilize neighborhoods by working with data in a variety of topic areas including but not limited to: housing, community economic development, neighborhood nuisances, deed restrictions, city services, health, crime, and emergency preparedness. Responsible for creating, managing and updating data systems, analyzing data and converting it to useable information that supports local planning, research and policy efforts. Create new information from raw data and develop creative ways of looking at, presenting, and applying the information, as well as developing neighborhood-level indicators and tracking them over time to monitor neighborhood change.</div></div>
10	<div><div>WORKING CONDITIONS</div><div>This position is physically comfortable; the individual has discretion about walking, standing, etc.</div></div>
11	<div><div>MINIMUM EDUCATIONAL REQUIREMENTS</div><div>Master’s Degree in Urban Planning, Architecture, Civil Engineering, or a closely related field.</div></div>
12	<div><div>MINIMUM EXPERIENCE REQUIREMENTS</div><div>No experience is required. A Bachelor’s Degree in Urban Planning, Architecture, Civil Engineering or closely related field and two (2) years of related experience may be substituted for the education requirement.</div></div>
13	<div><div>MINIMUM LICENSE REQUIREMENTS</div><div>A valid Texas Driver’s License and compliance with the City of Houston policy on driving (AP 2-2).</div></div>
14	<div><div>PREFERENCES</div><div>Extremely strong database skills and proficiency in GIS, Access, SAS or SPSS, MS Word and PowerPoint. Experience with Visual Basic, SQL and/or Web Development (HTML, CSS, JavaScript and similar technologies). Excellent writing, analytic, quantitative and communication skills. Must be organized and able to meet deadlines. Applicants must demonstrate strong interest and be comfortable working with local residents, community based organizations, policymakers, database managers and educators.</div></div>
15	<div><div>SELECTION/SKILLS TESTS REQUIRED</div><div>None</div></div>
16	<div><div>SAFETY IMPACT POSITION</div><div><div><div>X</div><div>Yes</div><div>No</div></div><div>If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug</div></div></div>
17	<div><div>SALARY INFORMATION</div><div>Factors used in determining the salary offered include the candidate’s qualifications as well as the pay rates of other employees in this classification. The average salary range is:<div><div>Salary Range - Pay Grade 16</div><div>\$1,242 - \$1,548.47 Biweekly\$32,292 - \$40,248 Annually</div></div></div></div>
18	<div><div>OPENING DATE</div><div>May 24, 2006</div></div>
19	<div><div>CLOSING DATE</div><div>Open Until Filled</div></div>
20	<div><div>APPLICATION PROCEDURES</div><div>Original applications only are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker St., 1st floor. For application status inquiries, please call (713) 837-7744. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided. TDD phone number is 713-837-9471.</div><div>An equal opportunity employer</div></div>